



Bridgnorth Endowed School

Applicant Information Pack

Assistant Headteacher (Pastoral)



'Every Individual is in a great school'



Letter from the Headteacher

Thank you for your interest in Bridgnorth Endowed. As Headteacher, I am delighted to welcome you to our thriving and successful school.

We place great value on our students' pastoral and academic development, and we aim to create a genuine and positive atmosphere that can be felt and that resonates throughout each day, and in every part of the school.

We aim to ensure that every young person achieves their personal best by providing an education that challenges them intellectually and offers them a wide range of opportunities to develop and stretch their unique talents and interests.

We are incredibly proud of our school and our community. We have dedicated and happy students and staff, both of whom work together to achieve excellent results. Bridgnorth Endowed students thrive during their time here and visitors frequently comment on students' outstanding manners and behaviour.

We expect and give the very best education to every child as it is our mission to challenge and support our young people to achieve their potential. We believe that the academy's values of kindness, trust, resilience, aspiration and respect ensure that every student develops into a confident, successful and happy young adult, ready to face the future.

We are a small school and students in each year have an academic education that is student-centred and tailored to their individual needs. We have high expectations of positive learning behaviours of all our students and expect all to uphold the school standards. We have a dedicated team of teachers and support staff who will work tirelessly to provide pupils with the support they will need to be successful in their education.

If you share our values and aims and are interested in a rewarding career at Bridgnorth Endowed then I invite you to pay us a visit, meet some of our inspirational staff and students, and spend some time with us in school. I look forward to receiving your application.

For further information about Bridgnorth Endowed School, please visit our website:

<https://www.bridgnorthendowed.co.uk/>

You can also find the latest news via our social media pages:



<https://www.facebook.com/bridgnorthendowed>



https://twitter.com/bes_school



Michael Penn, Headteacher

About Our School



Founded in 1503, Bridgnorth Endowed School has a rich and long history in education. Today, it is a vibrant non-selective co-educational secondary school that offers great facilities, high quality teaching and an exciting choice of extra-curricular activities.

The school benefits from a thirty-acre campus and its own on-site leisure centre, with all the convenience of a town centre location.



The school benefits from 30 acres of beautiful grounds with sports pitches and a historic Old Hall, its own on-site leisure centre, and the convenience of a town centre location in the heart of Bridgnorth.

Smaller than the average sized secondary school, Bridgnorth Endowed currently has approximately 600 pupils, which means that students, staff and parents really get to know each other.

The secure campus is a safe and healthy place for young people to learn. It provides a calm and caring setting in which everyone works together in an atmosphere of mutual respect.

Bridgnorth Endowed is a truly extraordinary school that combines its solid 500-year history with superb modern facilities and a progressive approach to education.

The teaching focuses on creating an educational experience that fires up the students' love of learning and boosts participation in the fantastic choice of extra-curricular activities available.

Central to this is the desire to develop well-rounded young people who are able to discover their special talents and nurture strong relationships with their peers in an environment where they can thrive.



Our Vision

To provide an outstanding education that inspires all of our young people to excel in the classroom and beyond.

Our Mission

To challenge and support our young people to fulfil their potential and to discover their unique talents in an educational setting where they will thrive and be happy.

Our Aims

To support our vision and mission, we have two key aims:

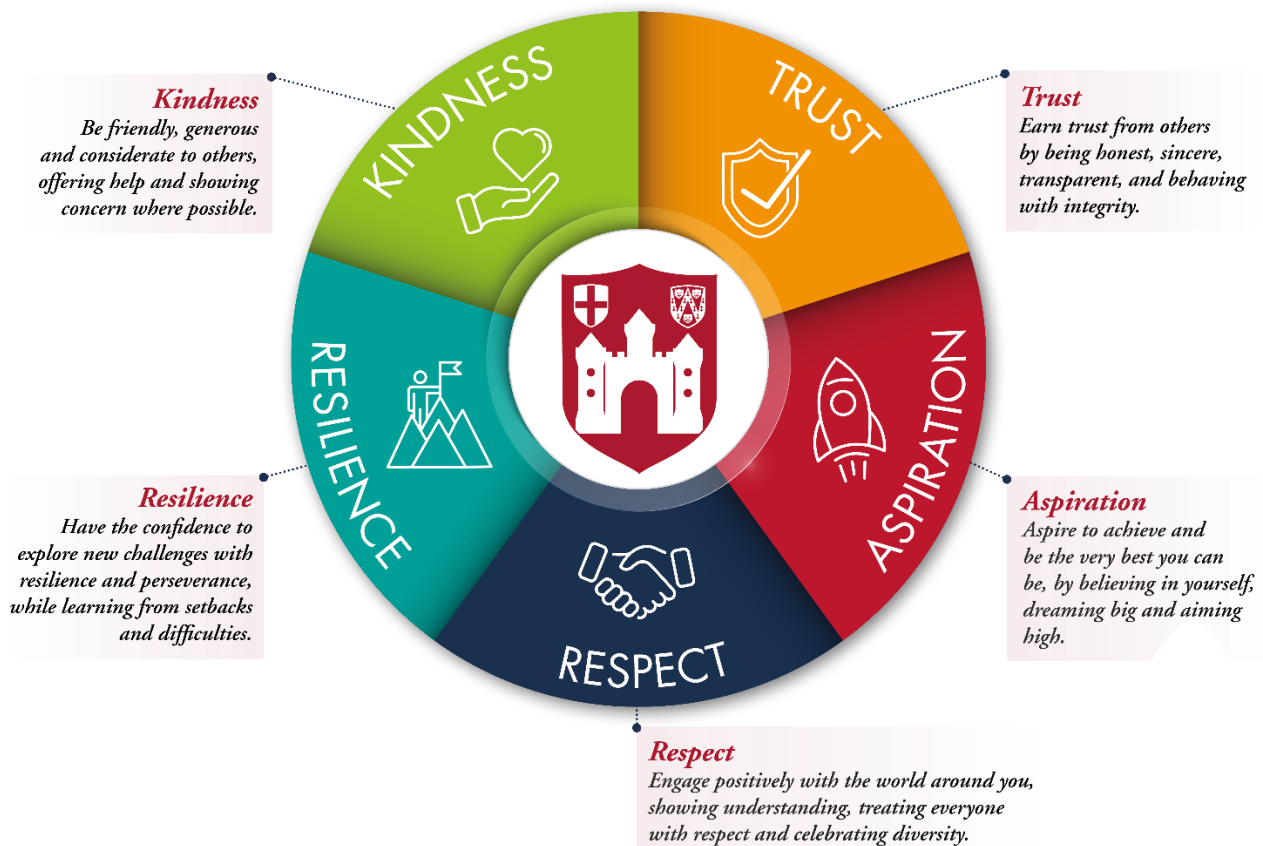
1. To support our young people to be confident, resilient and independent, and develop strength of character.
2. To support our young people to develop detailed knowledge and skills, so that they achieve well.

Our Ethos

We believe that our vision, mission and aims are best achieved by providing pupils with a calm, orderly and challenging learning environment, underpinned by traditional values of discipline, courtesy and good manners. We believe that all children can succeed and we have high academic ambition for all of our pupils.

Our Core Values

This outlines our core values and how we like everyone to approach 'School Life' here at Bridgnorth Endowed



We strongly believe in providing an excellent education and, most importantly, we aim to encourage students to be successful and happy in a competitive world, and to build a bright future for themselves.

About our Trust



The 3-18 Education Trust is currently made up of eight schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details on what we offer. For information about each of our schools, please read on or click on the below links.



[Bowbrook Primary – The 3-18 Education Trust](#)



[Coleham Primary – The 3-18 Education Trust](#)



[The Priory School – The 3-18 Education Trust](#)



[St Martins 3-16 School – The 3-18 Education Trust](#)



[Thomas Adams School – The 3-18 Education Trust](#)



[Williams Brookes School – The 3-18 Education Trust](#)



[Much Wenlock Primary – The 3-18 Education Trust](#)



[Bridgnorth Endowed School – The 3-18 Education Trust](#)

The 3-18 Trust: What We Offer

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

The 3-18 Education Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Discount Scheme for high street retailers, mobile phone providers, holidays, electrical goods, supermarkets, restaurants, cinema, etc.
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

We are also currently exploring:

- Electric/Hybrid Car Lease Scheme
- Healthcare Scheme

Hours & Working Weeks

Work-life balance is important in our Trust. Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents.

Job Description: Assistant Headteacher (Pastoral)



Title of Post	Assistant Headteacher (Pastoral)
Post Status	Permanent, Full Time
Salary/TLR/ Allowance	L9-L11 (£57,482 to £60,488)
Reporting to	Headteacher
Responsible for	Heads of House, Behaviour Manager, and Safeguarding, Attendance & Inclusion Manager

Main Purpose

The assistant headteacher will support the headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The assistant headteacher will also have a reduced timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others. Ideally, teaching would be in maths or computer science but this is not essential.

They may also be required to undertake any of the duties delegated from the headteacher.

Qualities

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and Responsibilities

School culture and behaviour

- Under the direction of the headteacher, the assistant headteacher will:
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Line manage Heads of House, Behaviour Manager, and Safeguarding, Attendance and Inclusion Manager

Attendance

Under the direction of the headteacher, the assistant headteacher will:

- Work with the Attendance and Behaviour Manager to monitor pupil attendance to reduce absence, including persistent absence and implement strategies to minimise poor attendance and persistent absenteeism.
- Challenge student attendance where it falls below the school target of 97% and the 95% benchmark to provide support and appropriate intervention where necessary.
- Work with Heads of House and the attendance and behaviour manager to ensure the regular analysis of attendance data
- Oversee the accurate and up-to-date monitoring of attendance and punctuality within the school.

Behaviour

Under the direction of the headteacher, the assistant headteacher will:

- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Take an active part in the development and implementation of the school's behaviour and disciplinary policy
- Ensure that there is consistency of practice in the application of the school's behaviour policy within school
- Ensure that behaviour records are well maintained and include strategies for improvement
- Implement strategies to minimise suspension and exclusion
- Liaise with external agencies as necessary to effectively manage the behaviour and well-being of students
- Ensure positive and ongoing communication between home and school
- Oversee and measure the effectiveness of Behaviour Support Plans, Pastoral Support Plans and PLPs
- Oversee and quality assure provision in the personalised learning centre, library and consequence room

Safeguarding

Under the direction of the headteacher, the assistant headteacher will:

- Contribute to the safeguarding of students, promote student welfare and work with the senior leadership team to ensure that students feel safe and staff are trained to identify safeguarding needs.
- Oversee and take a lead role in safeguarding with the school
- Work with the safeguarding manager to ensure effective procedures are in place

Pastoral

Under the direction of the headteacher, the assistant headteacher will:

- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies
- Implement and oversee strategies to ensure that students are confident, self-assured learners who are proud of their achievements in school

- Promote aspirational learning and high expectations
- Promote and oversee the use of rewards, trips and extra-curricular activities within the school

Spiritual Moral Social Cultural

Under the direction of the headteacher, the assistant headteacher will:

- Devise and implement programmes to support with the spiritual, moral, social and cultural development of students within the school
- Track the development of SMSC and the promotion of British values across the curriculum and within the school
- Promote inclusion, equality of opportunity and diversity
- Oversee key awareness weeks to promote positive behaviour (e.g. anti-bullying week)

Organisational management and school improvement

Under the direction of the headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher, the assistant headteacher will:

- Performance Manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher, the assistant headteacher will:

- Work with the 3-18 Trust as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To seek and implement modification and improvement when required.
- To review from time to time methods of teaching and programmes of learning.

- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for reports, progress checks, exam entries, registers etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings etc. and liaison events.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To contribute to the efficient and effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students.

Other Specific Duties

- Contribute to the school's programme of extra-curricular activities.
- To play a full part in the life of the school community and to support its policies, ethos and the current school objectives outlined in the school development plan.
- To promote actively whole-school policies.
- Engage actively in the performance review process.
- To continue professional development as agreed.
- To comply with all school policies including Safeguarding and Child Protection and Health & Safety undertaking risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.
- The job description is current at the date issued, but, in consultation with you, may be changed by the headteacher to reflect or anticipate changes in job commensurate with the grade and job title.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school and trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training and learning activities as required.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

The post holder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant degree • QTS • Professional development in preparation for a leadership role • Evidence of personal and professional development 	<ul style="list-style-type: none"> • Higher level or postgraduate qualification • DSL Training (Will be beneficial but training can be provided)
Work or relevant experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience • Involvement in school self-evaluation and development planning • Line management experience • Demonstrable experience of successful line management and staff development 	<ul style="list-style-type: none"> • Participation in whole school initiatives. • Experience of successfully running extra-curricular activities. • Specialist teaching ability at KS3 and 4 but ability to teach outside of specialist field too.
Knowledge, and Understanding	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • Effective communication and interpersonal skills 	<ul style="list-style-type: none"> • Knowledge of successful intervention strategies • Experience of planning, implementing, and evaluating successful strategies for school improvement • Experience in a range of different contexts
Skills and Abilities	<ul style="list-style-type: none"> • Sufficiently fluent in spoken English to ensure effective performance in the role • Ability to communicate a vision and inspire others • Ability to build effective working relationships 	
Personal Qualities	<ul style="list-style-type: none"> • Sets high standards for themselves and their students including safety • Is able to motivate and encourage students of all abilities • Is able to work collaboratively as part of a team • Is able to organise and meet deadlines • Has ambition • Has the capacity to evaluate their own performance and strive for excellence • Ability to research, disseminate and deliver innovative approaches to teaching and learning across specialist subject • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Excellent communication skills with a range of stakeholders • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

Application & Appointment Process

An application form is available to download from the school website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

Please send completed applications to Mrs Victoria Dober at vdober@bridgnorthendowed.co.uk.

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Required: 1st September 2024

Closing Date: Midday on Friday 26th April 2024

Interview Date: Week commencing 29th April 2024

If you wish to arrange an informal discussion to find out more about this post, please contact the school: vdober@bridgnorthendowed.co.uk

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CVs in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.

In line with Keeping Children Safe in Education (KCSiE), online checks will be carried out on the successful applicant.